

Scope	These guidelines apply to the area of operations of Continuing and Professional Education Services (CPES) at Colorado School of Mines (Mines) in which CPES provides various services to Mines-related and non-Mines-related organizations and individuals that desire to conduct an event either at or in association with Mines.
Purpose	Colorado School of Mines provides education not only to degree-seeking undergraduate and graduate students, but also to non-degree-seeking professionals. Courses for such professionals are intended to provide them with specific knowledge related to their field, and to provide them with either official recognition of achievement in a specific area of interest or with needed career development skills. Mines also supports hosting of conferences and workshops related to industry societies and other sponsoring agencies and entities.
Background	For more than 30 years, Mines operated the Office of Special Programs and Continuing Education (SPACE) whose primary responsibility was to grow, manage, and facilitate short courses for non-degree-seeking professionals. Most of the short courses were delivered by Mines faculty; however, in some cases, outside professionals delivered or co-delivered the courses. SPACE also provided support for hosting of workshops and conferences. In late 2016, reorganization occurred that shifted the approach the university is taking regarding management and direction of these activities. Effective January 1, 2017, SPACE as an internal department was disbanded. The responsibility for attracting and approving the non-degree-seeking/hosting activities previously assigned to SPACE was transferred to the colleges of the university and to each respective dean. A new organization, Continuing and Professional Education Services (CPES), was formed to provide administrative and logistical support for these courses, conferences, and other activities.
Version	These guidelines are effective as of July 1, 2017. This instance of the guidelines is Revision 1.0 issued December 1, 2017. This revision of the guidelines supersedes all previous versions and revisions and is in effect until further revised or rescinded.
Appendices	Appendix A :: Definition of Terms <i>(Terms for which definitions exist in Appendix A are identified in CAPITALIZED text within the body of this document and its appendices.)</i> Appendix B :: Basic and Advanced Services provided by CPES

Section 1: Short Courses, Contract Programs, and Other Continuing Education Programs

All educational outreach endeavors (short courses and continuing education programs) — hereafter within this Section generally referred to as “courses” — must be administered by Continuing and Professional Education Services and must be conducted under the approval of one of the colleges of the university. Prior to the delivery of any course, the dean of the associated college will approve the content of the course, the course’s connection with Mines, the course’s budget (including instructor remuneration), resolution of conflicts (timing and/or relational) that might arise from the course, and all other aspects of the course. The dean of the college has the authority to approve or deny delivery of any course.

Financial Structure for Courses:

For courses for which this Section applies, CPES will provide both BASIC SERVICES and ADVANCED SERVICES (see appendix B for services provided). Revenue collected will be allocated as follows:

- For courses conducted by MINES ENTITIES, 25% of the course's GROSS REVENUE will be allocated to the General Fund.
- For courses conducted by NON-MINES ENTITIES, 30% of the course's GROSS REVENUE will be allocated to the General Fund.
- Remaining funds received will be used for payment of DIRECT and/or DISCRETIONARY costs related to the event including remuneration for faculty.
 - Standard remuneration for Mines faculty will be \$2,000 per day; additional remuneration must be approved by the Dean
- Any available balance remaining from the event after paying for all costs may be distributed, pursuant to the discretion and approval of the appropriate dean, to one or more of the following:
 - Mines faculty members involved in the planning and/or conduct of the event
 - The college and/or department with which the event is associated
 - The sponsoring organization for the program or event

It is intended that these funds will be used for business purposes to further advance Mines.

Section 2: Workshops, Conferences, Symposia, and Other Similar Events

Any academic or research-sponsored event that does not meet the criteria set forth in Section 1 of this document but accepts fees paid by attendees, exhibitors, or any other participants, or accepts funds from sponsors or any other supporters or from any other source must be administered by Continuing and Professional Education Services and must be conducted under the approval of one of the colleges of the university. Typically, such events would be workshops, conferences, symposia, or other similar events that are hosted at or on behalf of Mines.

Funding structure for events:

For events for which this Section applies, CPES will provide BASIC SERVICES at no charge to the event.

If an event under this Section desires CPES to also provide ADVANCED SERVICES, revenue collected will be allocated as follows:

- For courses conducted by MINES ENTITIES, 25% of the course's GROSS REVENUE will be allocated to the General Fund.
- For courses conducted by NON-MINES ENTITIES, 30% of the course's GROSS REVENUE will be allocated to the General Fund.
- Remaining funds received will be used for payment of DIRECT and/or DISCRETIONARY costs related to the event including remuneration for faculty.
 - Standard remuneration for Mines faculty will be \$2,000 per day; additional remuneration must be approved by the Dean
- Any available balance remaining from the event after paying for all costs may be distributed, pursuant to the discretion and approval of the appropriate dean, to one or more of the following:
 - Mines faculty members involved in the planning and/or conduct of the event
 - The college and/or department with which the event is associated
 - The sponsoring organization for the program or event

It is intended that these funds will be used for business purposes to further advance Mines.

See Appendix B for identification of BASIC SERVICES and ADVANCED SERVICES.

For some events, the need for additional services may be minimal. In such cases, CPES will work with the event's organizer to develop a flexible budget in which the General Fund contribution may be reduced.

Section 3: General Information

This section of the Guidelines contains information that pertains to all courses, events, and programs— hereafter within this Section generally referred to as “events” — for which Section 1 or Section 2 applies.

Revenue Deficit

If the amount of an event's GROSS REVENUE remaining after deduction of the applicable contribution to the General Fund is insufficient to pay for all DIRECT and DISCRETIONARY costs, the department and/or college that approved the event will be responsible for providing sufficient funds to settle all unpaid claims against the event.

Event Cancellation

If an event is cancelled before commencement or completion, the following actions and requirements will apply:

- Registration fees and all other funds received by the event at the time of cancellation will be refunded in full to the parties from which the fees/funds were received, likely reducing GROSS REVENUE to zero.
- The department and/or college that approved the event will be responsible for furnishing funds sufficient to settle all claims existing against the event at the time of cancellation and those that may accrue after or as a result of the cancellation.

NOTE

If this copy of the CPES Operations Guidelines does not include Appendix A and Appendix B, a complete copy of the Guidelines can be downloaded from the Internet at the following address:

<http://eventplanning.csmSPACE.com/page/refguidelines>